

DUTY STATEMENT*Box reserved for Personnel Section*

SH3002 (Rev. 3/22/12)

RPA #		C&P Analyst Approval		Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Supervising Special Investigator I		Location		
SUBJECT TO CONFLICT OF INTEREST	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER
<input type="checkbox"/> Yes <input type="checkbox"/> No				

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Hospital Police Chief, the Supervising Special Investigator I (SSI I) trains, plans, organizes and directs the work of Investigators and Special Investigators (Non-Peace Officer) in the investigation of suspected violations of provisions of laws, rules, or regulations; makes or directs the more difficult criminal investigations; advises departmental personnel in methods of fraud detection; files complaints, prepares cases, and appears in court or in administrative hearings; works with and secures the cooperation of Federal, State, and local law enforcement agencies; evaluates the performance of staff members, and takes appropriate action; assists the Hospital Police Chief as directed; reviews and evaluates reports; makes or participates in more difficult or confidential field investigations; and prepares reports and correspondence. The SSI I is also responsible for maintaining a secure and safe operation for the welfare of patients, staff, and the public. Post Orders are available to review specific detailed job assignments and duties.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
35%	<p align="center">ESSENTIAL FUNCTIONS</p> <p>Review and approve completed investigation reports; directly supervise the activity of all investigators in the Office of Special Investigations. Provide guidance and technical assistance to subordinate investigators; monitor and lead investigators in preparing and conducting interviews; supervise investigators in the preparation of case material for criminal or administrative hearings; supervise the filing of complaints and the preparation of other legal papers; conduct interviews; gather evidence; prepare reports and correspondence.</p> <p>Review current caseload with each subordinate investigator regularly, providing input, suggestions, feedback and support; participate in more difficult or confidential administrative investigations. Advise and work with all levels of staff performing investigations on abuse and deaths of patients, as well as administrative investigations of suspected violations of Department of State Hospital policies.</p> <p>Ensure that the privacy and confidentiality of documents and topics pertaining to investigations are maintained at all times. The Supervising Special Investigator I is required to work any shift and schedule in a variety of settings throughout the hospital. Will also be required to work at other work locations as determined by the operational needs of the department.</p>
20%	<p>Oversee, in conjunction with the Department of Police Services (DPS) Training Unit, the Office of Special Investigations (OSI) Unit's Continuing Professional Training Program (CPT) which includes the development and delivery of, at minimum, 24-hours of POST certified training every two years in compliance with legal and professional standards; assess, recommends and approves training as needed for staff; monitors employees' training program; serves as Training Supervisor for OSI personnel to implement standardized training and evaluation of new hires.</p>
20%	<p>Actively participate in quality improvement meetings to address issues relative to law enforcement or security needs. When directed, represents the department at management, policy or advisory meetings.</p>

Promote, advise, and maintain communication with Hospital Administration and department heads/program directors, headquarters, law enforcement agencies, and other State Agencies, as necessary. Ensure that all policies and procedures related to safety and security are implemented and followed.

15%

Ensure a workplace free from discrimination and sexual harassment. Review and approve travel, attendance, overtime reports, mileage logs and other management reports; prepare employee's annual and probationary evaluation reports.

Work cooperatively with others and exhibit courteous behavior towards coworkers and all hospital disciplines. Promote positive working relationships with all staff, and the public; maintain effective communication and provide assistance to the facility and community.

10%

Perform other duties as required.

SUPERVISION EXERCISED

Directly supervise the positions as designated in the facility organizational chart.

KNOWLEDGE AND ABILITIES

Knowledge of:

Investigation techniques and procedures, and directing others in the performance of investigatory work; rules of investigatory work; rules of evidence and court procedure; principles of identification, preservation, and presentation of evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques; duties of Federal, State, and local law enforcement agencies; interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered; principles and techniques of personnel management and supervision and supervising a staff of investigators; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

Direct others in the performance of investigatory work; interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered; supervise a staff of investigators; gather, analyze, and prepare effective evidence; dictate correspondence and prepare reports; communicate effectively; establish and maintain cooperative relations with Federal, State, and local law enforcement agencies; analyze situations accurately; think and act quickly in emergencies and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

REQUIRED COMPETENCIES

INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY - Actively support a safe and hazard free work place through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Uniformed Office of Protective Services members are required to wear an approved ballistic/stab resistant vest.

FIRST RESPONDER/CPR/FIRST AID - Maintain current certification.

THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.

RELATIONSHIP SECURITY - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

RESPIRATORY PROTECTION / FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee.

PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

Investigation techniques and procedures.

EMERGENCIES

Maintain and exercise knowledge of Department's Area Specific Emergency Preparedness Plan and the Hospital's Emergency Preparedness Manual.

TECHNICAL PROFICIENCY

Write concise and accurate reports.

Complete computer formatted reports.

Digital photography.

Evidence collection and crime scene procedures.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

Must be POST certified, possession of a valid driver's license issued by the California Department of Motor Vehicles, a valid defensive driving certificate, and obtain a POST Supervisor Course Certificate within one (1) year of appointment.

TRAINING

The employee is required to keep current with the completion of all required training as identified in the Office of Protective Services Training Plan.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hrs.	Constantly Over 6 hrs.	Distance/ Height
Bending (neck)			X		
Bending (waist)			X		
Climbing			X		
Crawling		X			
Driving		X			
Exposure to dust, gas, fumes, or chemicals		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity, wetness			X		
Fine Manipulation			X		
Keyboard Use			X		
Kneeling		X			
Lifting/Carrying					
0 – 10 lbs.			X		
11 – 25 lbs.			X		
26 – 50 lbs.		X			
51 – 75 lbs. (in emergency situations)		X			
76 – 100 lbs. (in emergency situations)		X			
100 + lbs. (in emergency situations)		X			
Mouse Use			X		
Power Grasping		X			
Pushing & Pulling			X		
Reaching (above shoulder)		X			
Reaching (below shoulder)		X			
Repetitive use of hand(s)			X		
Running		X			
Simple Grasping				X	
Sitting			X		
Squatting		X			
Standing			X		
Twisting (neck)			X		
Twisting (waist)			X		
Use of special visual or auditory protective equipment		X			
Walking on uneven ground		X			
Walking			X		
Working at heights		X			
Working in Confined Spaces		X			
Working with bio-hazards (e.g., bloodborne pathogens, sewage, hospital waste, etc.)			X		
Working Indoors				X	
Working Outdoors				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The employee routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties.

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date